

# Project Management Orientation

## Workforce Accelerator Funds 4.0

January 26, 2016

*Project Management Group*

# Agenda

- ☐ State Team Collaboration
- ☐ Communication
- ☐ Resources
- ☐ CalJOBS<sup>SM</sup>
- ☐ Timeline: Upcoming Events and Due Dates
- ☐ Wrap Up

# State Team Collaboration

## Project needs:

- CalJOBS Reports
- CalJOBS Issues
- Subgrant Agreement and Revisions
- Policy Guidance
- Monthly Narrative Reports

Contact your EDD  
Project Manager

## Program needs:

- Learning Communities
- Evaluations
- Best Practices
- Interim Reports (Mid-year)
- Project End Reports

Contact your CWDB  
Program Manager

# Communication

## EDD Project Management Assignments

Teri Brimacomb

- Employers Training Resource
- Jewish Vocation Service-Los Angeles
- Livingston Community Health Services
- San Diego Workforce Partnership
- USNRG, Inc.

# Communication

## EDD Project Management Assignments

Kristina Duthler

- Bay Area Council
- Jewish Vocational Services
- NoRTEC
- Richmond Workforce Development Board
- San Jose City College
- Upwardly Global
- Workers Educational Resource Center

# Communication

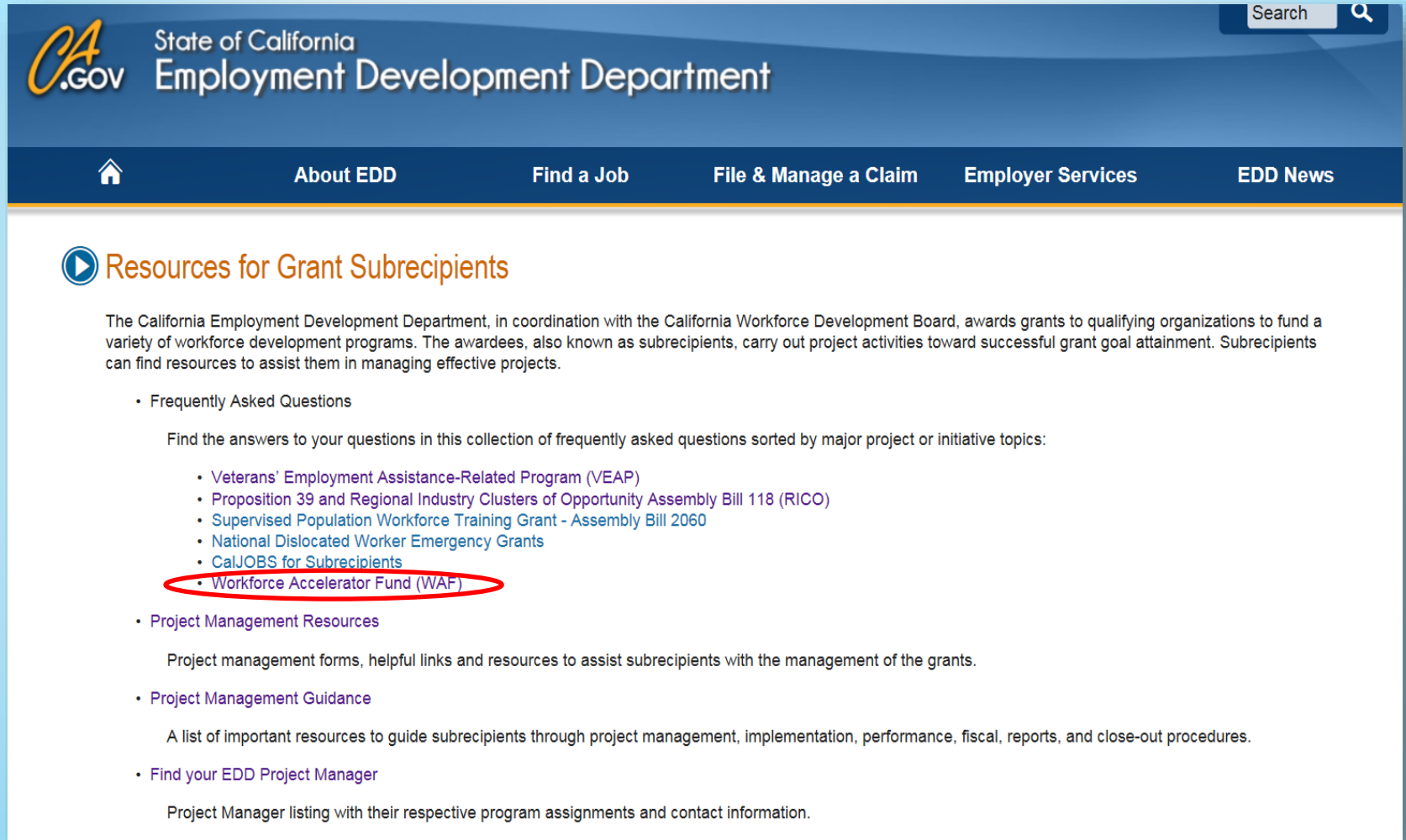
## EDD Project Management Assignments

Sanae Takigawa

- Alameda Workforce Investment Board
- Bay Area Community Resources
- Bay Area Resource Center
- The California Conservations Corps Foundation
- Center for Media Change, Inc.
- California Federation of Labor
- Code for America Labs
- Foundation for California Community Colleges

# Resources for Grant Subrecipients

[http://www.edd.ca.gov/Jobs\\_and\\_Training/Grant\\_Subrecipient\\_Resources.htm](http://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm)



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Employment Development Department

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## Resources for Grant Subrecipients

The California Employment Development Department, in coordination with the California Workforce Development Board, awards grants to qualifying organizations to fund a variety of workforce development programs. The awardees, also known as subrecipients, carry out project activities toward successful grant goal attainment. Subrecipients can find resources to assist them in managing effective projects.

- Frequently Asked Questions

Find the answers to your questions in this collection of frequently asked questions sorted by major project or initiative topics:

  - Veterans' Employment Assistance-Related Program (VEAP)
  - Proposition 39 and Regional Industry Clusters of Opportunity Assembly Bill 118 (RICO)
  - Supervised Population Workforce Training Grant - Assembly Bill 2060
  - National Dislocated Worker Emergency Grants
  - CalJOBS for Subrecipients
  - Workforce Accelerator Fund (WAF)**
- Project Management Resources

Project management forms, helpful links and resources to assist subrecipients with the management of the grants.
- Project Management Guidance

A list of important resources to guide subrecipients through project management, implementation, performance, fiscal, reports, and close-out procedures.
- Find your EDD Project Manager

Project Manager listing with their respective program assignments and contact information.

Workforce Accelerator Fund 4.0

# Resources for Grant Subrecipients

[http://www.edd.ca.gov/Jobs\\_and\\_Training/Grant\\_Subrecipient\\_Resources.htm](http://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm)

- **RFA – First Resource**
- **Calendar – Events and Deadlines - *Coming Soon***
- **Guidance and Policy – Categorized Directives and Information Notices**
- **Helpful Links and Forms**
- **Your Grant Term – 02/01/2017-1/31/18**
  - TA Projects- 02/01/2017-07/31/18



[Sign In](#)[Forgot Password?](#)[Register New User](#)

The Path To Your Next Job

[Find a Job](#)[Find a Candidate](#)[Find an Office](#)[More Career Services](#)[More Employer Services](#)

Search for jobs in your area.

## Job Search

[Search](#)

### Useful Links

#### CalJOBS Mobile App Available

Attention Job Seekers! Look for jobs from your smartphone with the CalJOBS mobile app, available on [Apple](#) and [Google Play](#) stores.

#### Access California's Only ETPL

Access the Eligible Training Provider List featuring educational programs and apprentices for job seekers. Training providers who would like to be included within the ETPL will need to establish an account by registering in CalJOBS. For more information, please contact your Local Workforce Development ETPL Coordinator.

#### Find Jobs Fairs And Workshops in Your Area

Visit the [Job Fairs and Workshops page](#) to get information on upcoming events in your area.

#### Need Assistance With Your CalJOBS Account?

Contact the CalJOBS Help Desk at 1-800-758-0398, Monday through Friday from 8:00 a.m. to 5:00 p.m. Closed on state holidays.

• [Contact EDD](#) • [www.edd.ca.gov](#) • [www.americasjobcenter.ca.gov](#)



## CalJOBS<sup>SM</sup> System Access Request Form

\*\*\*This form is to request access to input Participant data only\*\*\*

(Entity / CBO Name)

(GRANT / SUBGRANTEE NAME)

Requested Accounts	User 1	User 2	User 3
* Type: (Add/Change/Delete)	Add	Add	Add
* First Name:			
* Last Name:			
* Subgrantee Code			
* Job Title:			
* ZIP:			
* County:			
* Email:			
* Phone:			
* Address			
* Position:	<input type="checkbox"/> Supervisor <input type="checkbox"/> Staff	<input type="checkbox"/> Supervisor <input type="checkbox"/> Staff	<input type="checkbox"/> Supervisor <input type="checkbox"/> Staff
Requestor Information			
* Subgrantee Name			
* Requestor Name:			
* Requestor Email:			
* Phone Number:			
* Office Name:			
	Requested Usernames and Passwords will be sent to Requestor by Email		

Return to: CalJOBS<sup>SM</sup> Operations Unit at [caljobsadmin@edd.ca.gov](mailto:caljobsadmin@edd.ca.gov)

cc: [Regional Advisor / Project Manager email](#)

For assistance:

[caljobsadmin@edd.ca.gov](mailto:caljobsadmin@edd.ca.gov)

916-653-0202

**Access Forms  
Due:  
February 6**

CalJOBS<sup>SM</sup> Education and Development Unit (CEDU)[illegible]

# CalJOBS<sup>SM</sup> Training - 2017

## Participant Enrollment Training - Two Sessions

Tuesday March 7	9 a.m. - 4 p.m.
Wednesday March 8	9 a.m. - 4 p.m.

## Fiscal Training

Thursday March 9	9 a.m. - 11 a.m.
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*Additional details and agenda to follow.*

# 2017 WAF 4.0 Timeline

Dates To Remember	For
February 6	<i>WAF Your Way To Success Webinar</i> Details to follow
Due February 6	CalJOBS <sup>SM</sup> System Access Request Form
Due February 20	CalJOBS <sup>SM</sup> Training Request Form
March 7 - 8	CalJOBS <sup>SM</sup> Training
March 9	CalJOBS <sup>SM</sup> Fiscal Training

# Wrap Up

Keep in regular communication with your EDD Project Manager:

Teri Brimacombe

(916) 654-5595

Kristina Duthler

(916) 653-6861

Sanae Takigawa

(916) 654-2966

Direct all your projects inquiries to:

**[WSBProjectManagement@edd.ca.gov](mailto:WSBProjectManagement@edd.ca.gov)**

# Questions & Answers



The EDD is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request  
to individuals with disabilities.